

**LONDON BOROUGH OF NEWHAM - SERVICE AND PERFORMANCE IMPROVEMENT – C&YPS
SIR JOHN HERON PRIMARY SCHOOL**

Job Title: Site Supervisor/Premises Officer

Grade: Scale 6

Reporting To: Head Teacher

Supervises: Cleaners (if appropriate)

Purpose of Job:

To ensure that the school site enables all stakeholders safe and appropriate access to learning and meaningful activity

Equal Opportunities:

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work

Duties and Responsibilities:

Repairs and Maintenance

1. To be responsible for management of the R&M budget allocation, assessing maintenance needs at the school site, prioritising work, identifying and engaging contractors. To advise the HT and Chair of Governors accordingly.
2. To be responsible for organising quotes and facilitating pre-contract work meetings, agreeing work schedules, providing guidelines regarding the use of tools and equipment, equal opportunities, accessibility and any health and safety issues.
3. To review and prioritise building project proposals, working in conjunction with LA officers to maximise, enhance and creatively extend use of existing spaces (as highlighted in the school's asset management survey)
4. To ensure high quality thresholds, expectations and aesthetic awareness of our school site (both inside and outside) are maintained, via the monitoring/reviewing of services and works carried out. To be responsible for 'signing off' any works and to ensure that any outstanding 'snagging' is satisfactorily completed.
5. To be the named point of contact for LA officers and departments with regard to any maintenance, mechanical, electrical and site related issues; maintaining a robust maintenance regime and acting promptly and knowledgeable in the case of any site failures.
6. As an exceptionally skilled handyperson be responsible for sanctioning and carrying out a range of duties; and also be willing to offer advice and support to other sites, thereby sharing skills, expertise and knowledge.

Cleaning

7. To ensure that our exemplar cleaning regime is maintained
8. As the designated 'cleaner' in charge, be responsible for:
Efficient and effective cleaning service organisation and management
9. Recruitment and retention of staff – including supervision, direction, support and training

10. Management of the cleaning budget allocation, prioritising work practices and monitoring 'spend'
11. Maintenance and upgrading of cleaning equipment and tools
12. Liaison with a range of 'product' providers to ensure that best value for money is ensured

Security

13. To ensure that our school site is secure and safe at all times for all stakeholders
14. As the named member of staff with responsibility for the overall security arrangements of the school site:
 15. Consult with police and Newham Security services
 16. Be proactive in reviewing, auditing and upgrading security systems and equipment as necessary
 17. Have technical knowledge of the digital security equipment
 18. Report to governors
 19. Liaise with 'out of hours' personnel, e.g. managers of community lettings, breakfast and after school provision, etc who have access to the site
 20. 'induct' new members of staff regarding security arrangements and ensure that all stakeholders are aware of the Council's guidelines and procedures on security and the use of alarm systems
 21. Maintain a 'key-holding' system for the site and ensure access arrangements for authorised personnel

Health and Safety

22. To demonstrate a comprehensive awareness and knowledge of duties in all H&S matters as the 'named' member of staff with responsibility for maintaining the premises in a safe and healthy condition;
23. Ensure maintenance, monitoring and necessary upgrading of fire, safety and emergency equipment
24. Audit and review any statutory requirements and implement changes accordingly, be responsible for updating own knowledge
25. Maintain safe storage of potentially harmful materials
26. Be a nominated 'First Aider' and point of contact for 'Out of hours' use of the school site in conjunction with the Head teacher provide H&S training/awareness/induction for all staff (teaching and support)
27. Complete and log risk assessments
28. Report to Governors and Head teacher

Community use of the building

29. To be responsible for the 'physical' on-site management of community lettings
30. To be an approachable and friendly point of contact
31. To ensure continuity of 'service' and 'client' satisfaction during periods of absence